

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.03.010	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE June 16, 2000	
SUBJECT SEF Procurement Procedures		SUPERSEDES 11.03.010	DATED 4/2/1996	
TITLE State Equipment Fleet	CHAPTER SEF Procurement	APPROVED BY <p style="text-align: center;">Signature on File</p>		

PURPOSE AND SCOPE

Introduction:

DOT&PF's Commissioner, under authority of AS 36.30.005(b) and subject to regulations adopted by the Commissioner of Administration, has delegated procurement authority to the State Equipment Fleet (SEF). The SEF is dedicated to upholding and enforcing the statutory requirements of AS 36.30; the State Administrative Code, 2 AAC 12; the State Administrative Manual; and DOT&PF's policy and procedures. It shall be the policy of the SEF to operate within those guidelines for the procurement of parts and equipment.

All purchases made under this authority must be within budgetary limitations and are subject to constant audit. Abuse or non-compliance will be the basis for revocation and/or limitation of procurement authority.

Responsibility/Performance:	
Procurement Officer:	Responsible for the procurement of vehicles and equipment, parts, services and supplies that are specific to the SEF and/or exceed the delegated authority of other SEF personnel.
Regional/District:	Ensure compliance with delegated purchasing authority.
Statewide SEF Manager:	Ensure compliance with policies and procedures. Delegate purchasing to authority to SEF Regions and Districts.
Equipment Managers:	Authority to purchase parts and supplies.

Reference:

SEF purchasing shall be in compliance with the State Procurement Code, AS 36.30; the Alaska Administrative Code, 2 AAC 12; the State Administrative Manual; and the department's policy and procedures manual, section 10.

DISTRIBUTION

All holders of the Procedure Manual and SEF Procedures Manual, Procurement Officers, and Regional/District Equipment Managers.

PROCEDURE

A. Responsibility

SEF's procurement system is responsible for the procurement of vehicles and equipment, parts, services and supplies granted to SEF by statute or by delegation from the Commissioner of Department of Transportation and Public Facilities. Procurement will be controlled and administered by the department's Statewide Equipment Fleet (SEF) section.

B. Authorized Purchases

1. "Equipment" is defined as rolling-stock, including attachments, managed by the SEF, which includes state-owned and state-leased passenger, construction vehicles, maintenance vehicles, heavy equipment, and crash/fire/rescue vehicles.
2. "Parts" are defined as items which attach to or are integral components of equipment and attachments managed by SEF. Included in this definition are consumable component replacement parts such as tires, wheels, lights, filters, belts, transmissions, and engines.
3. The SEF is also responsible for purchasing consumable automotive shop supplies such as shop tools and equipment (for SEF use only), lubricants, fluids, fuels, oil, grease, fasteners, manuals, and metal stock used in the repair and maintenance of equipment.

C. Delegation

1. The SEF Manager has the authority to grant to a procurement officer in DOT&PF the authority to purchase goods and services related to vehicle maintenance normally purchased by SEF Headquarters.
2. The SEF Manager, through the Director of Administrative Services, can recommend that the Commissioner approve the delegation for a specific purchase to another agency. Prior to issuing an authority to purchase or a recommendation for the Commissioner to delegate authority, the SEF Manager will verify that the cost of the goods or services will not exceed the procurement delegation of the recipient.